



QUOTE NUMBER
1310

DATE
April 4, 2017

VALID UNTIL
May 4, 2017 at 11:30am

FROM

TSS Facilities
60 Lansdowne Place
Hove
East Sussex
BN3 1FG

FOR
Steyning Parish Council

TO
Carol

01273 13911

COMPANY NUMBER
01027457

VAT NUMBER
190879224

Water Hygiene Maintenance Quotation for Domestic Services - Steyning Parish Centre - Pavilion - Toilets

Year 1		1,600.00
£133.33 + VAT per a visit		x 1
		1,600.00
Year 2		1,600.00
£133.33 + VAT per a visit		x 1
		1,600.00
Year 3		1,600.00
£133.33 + VAT per a visit		x 1
		1,600.00
	Subtotal	4,800.00
	VAT 20%	960.00
	Total GBP including VAT	£5,760.00

Further to our Legionella Risk Assessment we have pleasure in submitting our quotation for some of the recommended planned preventative maintenance in accordance with HSE ACoP L8 for the hot and cold Domestic Water Services.

TSS Facilities are providing the following services

Once Only

Provision of a suitable record system (Log Book)

Description of normal and safe operation

Provision of control parameters, measurement methods, sample locations and frequencies.

Method statements, CosHH, risk assessment and safety data sheet for works carried out.

Weekly

Weekly flush through and purge to drain immediately before use without release of aerosol.

Monthly

Obtain and record hot and cold domestic water temperatures at sentinel points and complete water hygiene log book.

Quarterly

Dismantle, de-scale, clean and disinfect showerheads.

Bi-Annual

Carry out fall safe temperature checks to thermostatic mixing valves and service/calibrate as necessary.

- 44°C for an unassisted bath fill
- 46°C for an assisted bath fill
- 41°C for shower
- 41°C for WHB
- 38°C for bidet.

Check cistern content temperature remote from ball valve and mains temperature at ball valve.

Visually inspect cold water storage cistern for compliance to current Water Regulations, report findings and notify client of the need for any remedial works as necessary.

Annual

Arrange for Legionella sample to be obtained from Calorifier 3 x pavilion 1 x Toilet.

Visual inspection of cold water storage cistern for compliance with current water regulations. Report any findings and carry out remedial works as necessary.

Pasteurisation of all electric water heaters

Carry out fall safe temperature checks to thermostatic mixing valves and service/calibrate as necessary.

- 44°C for an unassisted bath fill
- 46°C for an assisted bath fill
- 41°C for shower
- 41°C for WHB
- 38°C for bidet.

Check cistern content temperature remote from ball valve and mains temperature at ball valve.

Arrange for TVC, E-Coli and Coliform sample to be obtained from cistern.

Carry out Review with Client.

Please note analysis samples will be obtained in accordance with our method statement TSS-10 based on guidance contained in BS7592:2008

Exclusions

Isolation valve failure
Out of hours works
Asbestos liability and removal
Pipe In freezing
Integrity of existing pipe work
Integrity of existing equipment
Liquidating damages
Main drainage
Re-decoration - Builders work
Local Authority permission

Quotes are valid for sixty days from date stated on the quote.

These prices are subject to access being available during normal working hours, as defined under "Conditions" below. We require any information regarding site visit appointment requirements made available to us prior to the first visit to site. Any pre booked visits when an engineer is refused entry to site will be charged at 75% of the cost of the visit.

Works carried out will adhere to the Health and Safety Executive's Approved Code of Practice and guidance The Control of Legionella Bacteria in Water Systems (L8), which is governed by the following regulations:

Control of Substances Hazardous to Health Regulations
Management of Health and Safety at Work Regulations; Regulation 6
Health and Safety at Work Act 1974; Regulation 3; Sections 2, 3 & 4

The Approved Code of Practice (L8) applies to the control of legionella bacteria in any undertaking involving a work activity and to premises used in connection with a trade business or any other enterprise where water is used or stored including local authorities, universities, housing associations, landlords and managing agents. This places a legal duty on the controller of premises/responsible person to manage their site, carry out necessary maintenance tasks and keep appropriate records of the water systems.

TSS Facilities are certificate by LCA and registered under the following service categories:-

- (1) Legionella Risk Assessment Services
 - Hot and Cold Water Services
 - Evaporative Cooling Systems
 - Process and Other Systems
- (2) Water Treatment Services
 - Chemicals
 - Dosing and/or Control Systems
 - On-site Analytical and Monitoring Services
- (3) Hot and Cold Water Monitoring and Inspection Service
- (4) Cleaning and Disinfection Service
- (6) Training Services
- (7) Legionella Analytical Services
 - Sampling
 - Laboratory Analysis
 - Interpretation of Analysis
- (8) Plant and Equipment Services
 - Installation
 - Refurbishment
 - Servicing
 - Design and Supply

TSS Facilities are NOT supplying the following services listed below within this quotation. These remain the responsibility of the controller of premises/responsible person.

Client/Controller of premises/Responsible Persons Responsibilities LCA1.1

Continuous

Identification of the statutory duty holder, responsible person and deputies.
Identifying competence and training needs.
Maintaining the records system (for at least five years).

Once Only

Remedial or corrective actions require with priority/degree of risk.
Programme for correction actions to be undertaken.
Production of the written scheme for prevention or control.
Emergency start up and shut down procedures.
Actions In event of positive Legionella results/outbreak.

Weekly

Weekly: Flush through and purge to drain, or purge to drain immediately before use, without release of aerosol.

2 Yearly/As Required

Conducting of Legionella Risk Assessment.
Provision of System Schematics.

We trust the foregoing meets with your approval and await your further instructions. For further information regarding Legionella control and your obligations please refer to our website <http://www.tssfacilities.co.uk/services/water-treatment/legionnaires-disease.asp>


Or a copy of INDG458 Leaflet can be downloaded from the HSE website www.hse.gov.uk where you can access the HSE's publications The Control of Legionella Bacteria in Water Systems and Legionnaire's Disease: A Guide for Employers. From this page you may also access our current Code of Conduct and view our certificate of registration to the Legionella Control Association. Please see attached LCA1.1 Allocation of responsibilities.

Acceptance of this or any amended quotation hereto, also signifies your agreement to these terms deemed to be imported into the contract between us, these terms prevail.

This quotation excludes any retention arrangement or builders discount.

This price is based on continuous working on a standard 8 hour working day, Monday to Friday 8.00am - 5.00pm. Should this not be the case, our price will be adjusted to reflect any restrictive practices imposed on our works.

We trust the foregoing meets with your approval and await your further instructions. If you require any further information please do not hesitate to contact us on 01273 719111 quoting the above quote reference number.

 [Terms Conditions](#)

Dated

2017

Between

HORSHAM DISTRICT COUNCIL

and

STEYNING PARISH COUNCIL

Deed of variation relating to the Lease of the Public Conveniences
and Bus Shelter at the High Street, Steyning, West Sussex

Head of Legal and Democratic Services
Horsham District Council
Parkside
Chart Way
Horsham
West Sussex
RH12 1RL

Ref:LJ/CPL704

THIS DEED OF VARIATION is dated

2017

HM Land Registry

Landlord's title number: WSX295555

Administrative area: Horsham District

Tenant's title number: WSX64059

Administrative area: Horsham District

PARTIES

- (1) HORSHAM DISTRICT COUNCIL of Parkside, Chart Way, Horsham, RH12 1RL ("the Landlord")
- (2) STEYNING PARISH COUNCIL of The Steyning Centre, Fletchers Croft, Steyning BN44 3XZ ("the Tenant")

1. BACKGROUND

- 1.1. This deed is supplemental and collateral to the Lease.
- 1.2. The Landlord and Tenant have agreed to vary the Lease on the terms set out in this deed.
- 1.3. The Landlord is entitled to the immediate reversion of the Lease.
- 1.4. The residue of the term granted by the Lease is vested in the Tenant.

2. INTERPRETATION

- 2.1. The definitions of this clause apply in this deed:

- Break Date:** the date on which the Landlord or the Tenant may end the Lease in accordance with clause 4 of the Lease.
- Lease:** a lease of the Property dated 30 April 2014 and made between Horsham District Council (1) and Steyning Parish Council (2) for a term of 20 years at an annual rent of £1.00 (if demanded) .
- Property:** the Public Conveniences and Bus Shelter at the High Street, Steyning, West Sussex.

- 2.2. References to the Landlord include a reference to the person entitled for the time being to the immediate reversion to the Lease.

- 2.3. References to the Tenant include a reference to its respective successors in title.
- 2.4. A reference to the Lease includes any deed, licence, consent, approval or other instrument supplemental to it.
- 2.5. In this deed wherever the context so admits the definitions and expressions set out herein shall have the same meaning as set out in the Lease (save as amended with the additions and amendments set out herein).
- 2.6. This deed amends the Lease to the extent that if there is any conflict between the provisions of the Lease and this deed the provisions of this deed shall prevail.

3. VARIATIONS TO THE LEASE

- 3.1. It is hereby agreed and declared that as from the date of this deed the Lease shall be varied as follows:

- 3.1.1. Clause 4(3) of the Lease shall be deleted and replaced with the following:

“on at least 6 months notice in writing by either the Landlord or Tenant on the 15th anniversary of the first day of the Contractual Term.”

- 3.1.2. A new clause 4(4) of the Lease shall be added as follows:

“on at least 6 months notice in writing by the Landlord on the 15th anniversary of the first day of the Contractual Term throughout the term of the Lease and subject to the Landlord re-providing the facility and repaying any outstanding grant on the Property or annually thereafter.”

- 3.2. The Lease shall remain fully effective as varied by this deed and the terms of the Lease shall have effect as though the provisions contained in this deed had been originally contained in the Lease.

4. TENANT'S COVENANT

- 4.1. The Tenant covenants to observe and perform the tenant's covenants in the Lease as varied by this deed.

5. REGISTRATION

- 5.1. Promptly following the completion of this deed, the Tenant shall apply to register this deed at the Land Registry against the Tenant's registered title number: WSX364059 and the Landlord's registered title number: WSX295555.
- 5.2. The Tenant and the Landlord shall ensure that any requisitions raised by the Land Registry in connection with an application for registration are dealt with promptly and properly.

5.3. Within one month after completion of the registration, the Tenant and the Landlord shall send the other official copies of the respective registered titles.

6. ENDORSEMENT

6.1. Promptly following completion of this deed both the Landlord and the Tenant shall each endorse a memorandum of variation upon the Lease and its counterpart in the following terms:

" This Lease has been varied by a Deed of Variation dated
and made between Horsham District Council and (2) Steyning Parish Council (2)".

7. GOVERNING LAW

7.1. This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

8. JURISDICTION

8.1. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this deed or its subject matter or formation (including non-contractual disputes or claims).

9. THIRD PARTY RIGHTS

9.1. No term of this deed shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a third party but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

SEALED WITH THE COMMON SEAL OF
HORSHAM DISTRICT COUNCIL
in the presence of

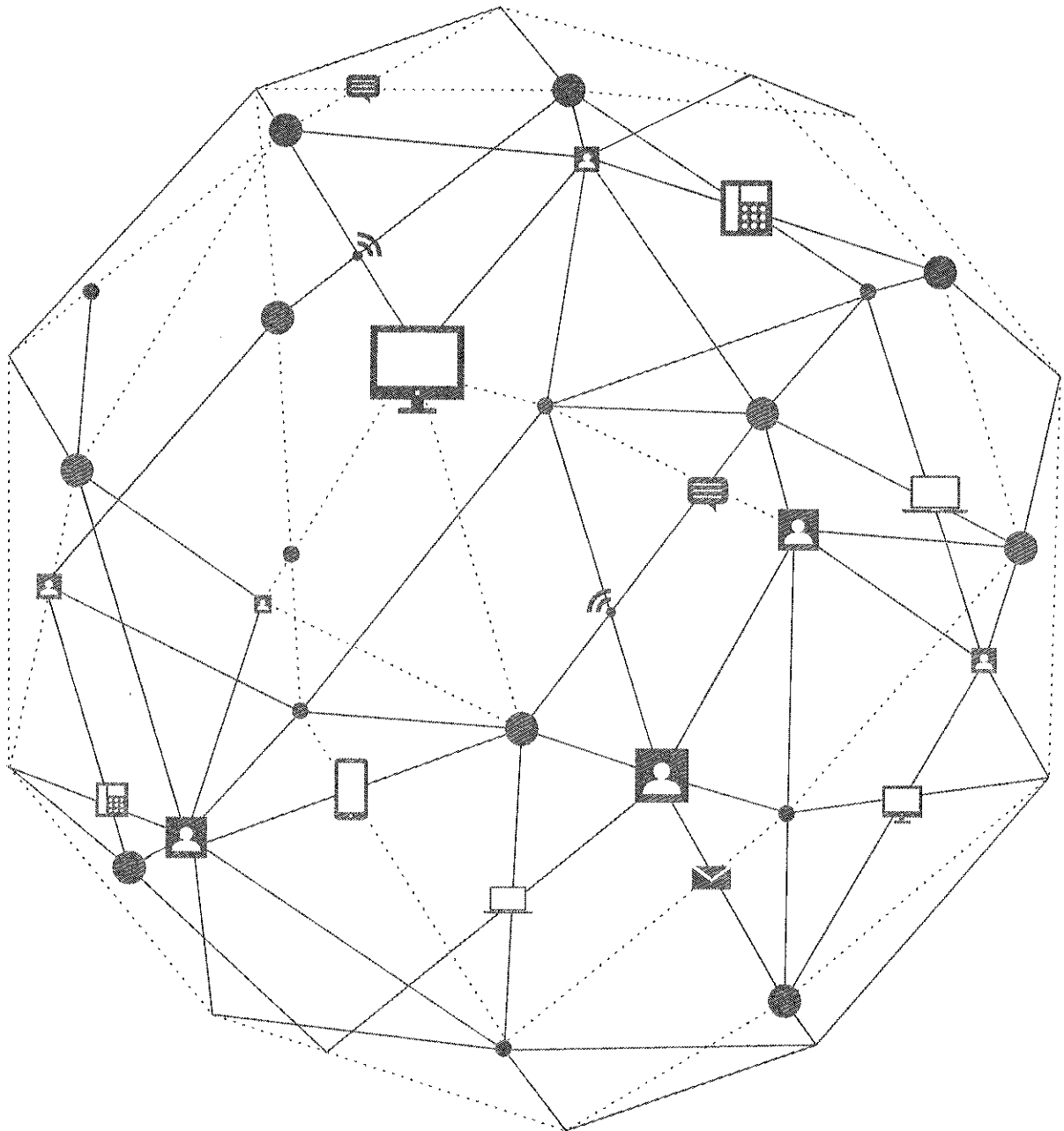
Authorised Signatory

SEALED WITH THE COMMON SEAL OF
STEYNING PARISH COUNCIL
in the presence of

Authorised Signatory

AVAYA IP500 TELEPHONE SYSTEM PROPOSAL PREPARED FOR:

Steying Parish Council
20th March 2017

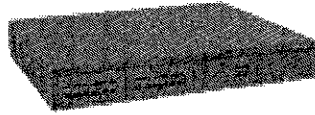


MEETING OVERVIEW

1 x AVAYA TELEPHONE SYSTEM

1 x 1408 AVAYA HANDSETS

3 x DECT HANDSETS



Please see pages below for full details and specification.

PRICING SUMMARY

Fixed rentals for telephone system over 36 months (1+11)

£150.00 per month (+VAT)

*Leasing of capital goods is a 100% tax deductible and an efficient way of cash-flow budgeting, this makes leasing the most effective and popular choice with our clients to finance new telephony technology

PROJECTED TELEPHONE OUTLAY

New Equipment Rental	£150.00	Per Month
*Broadband Charges	£ 54.00	Per Month
Total Line Rental Charges	£ 50.00	Per Month
Total:	£254.00	Per Month


You will also receive:

- 5,000 UK, Local and National Minutes
- 2,000 UK Mobile Minutes

Free of charge per sip trunk, per month

*Broadband includes 2 x Fibre Unlimited

YOUR NEW EQUIPMENT & SOFTWARE

1 x AVAYA IP 500	
1 x analogue combination card	connects up to 4 analogue lines, 6 digital extensions, 2 analogue extensions & provides 10 vcm channels
1 x ipo r10 essential edition	required for all IP500 systems
1 x slt base card 2 port	connects up to 2 analogue handsets
2 x sip trunk licences	enables sip trunks

HANDSETS

1 x 1408 digital handsets

- for use with Avaya IP500



ANALOGUE DEVICES

3 x panasonic dect cordless phones

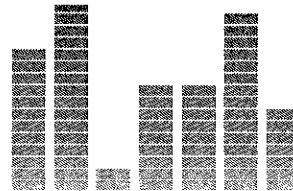
- lcd backlight
- lighted keypad
- headset jack
- caller id



MARKETING ON HOLD

1 x marketing on hold

- 2 x messages of 500 characters



UNIFY ALL OF YOUR COMMUNICATIONS

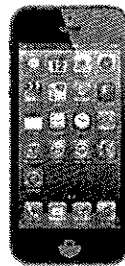
Overline delivers all in one business communications. We have the capability to supply our customers this unified solution all on one simple telephone bill, which helps our customers to reduce costs, enhance efficiencies and save time.

TELEPHONE SYSTEMS



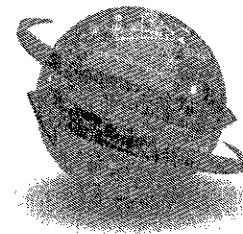
Business telephone systems
Hosted telephone systems

BUSINESS MOBILES



Business mobiles
Smartphones and
Tablets

NETWORK & BROADBAND



Business broadband
Calls & Line rental
Leased Lines

CONTACT US

Head Office

Overline Network Consultants Ltd
The Quadrant
60 Marlborough Road
Lancing
West Sussex
BN15 8AD

office.com

Please note:

This quotation will remain valid for a period of 30 days. Handsets are subject to availability. *Fair usage policy applies. E & O



West Sussex Mediation Service

**Park House
North Street
Horsham
West Sussex RH12 1RN**

23rd February 2017

Carol Stephenson
Clerk to Steyning Parish Council
The Steyning Centre
Fletcher's Croft
Steyning
BN44 3XZ

ATC
11/4

Re: Grant Application – 2017

Steyning Parish Council has been very supportive of our work in the past and I would like to apply again for a grant of £150 to support our work in your area for 2017. We last received a grant from you in February 2016.

We have been busy in your Parish recently. I can confirm that we have helped 10 Steyning families in the last 11 months. A grant would go towards covering volunteer expenses, room hire and admin cost relating to our mediation casework.

Overall, we are experiencing yet another record year with over 300 referrals so far. We have never been as busy, which is good, but we have to cover the costs of that increasing demand. It does mean that we continue reach out to people experiencing conflicts in their lives who are in need of alternative dispute resolution.

Having lost our grant funding from West Sussex County Council several years ago and suffering reduced funding elsewhere, grants from Town & Parish Councils remain very important to us. So far in 2016/17 this has equated to £4,100 in income. We are doing our best to earn our own income and so far this year we have achieved £19,500 from fee paying services. We are also arranging a number of fundraising events and I enclose a copy of a poster for our forthcoming Charity Barn Dance on 7th April in Sullington.

We have a stable number of dedicated volunteer mediators who give up countless hours of their free time for the good of their local communities. They number sixty across the County, with volunteers in your local area.

Cont:

Text Donate: 'WSMS08' followed by £1, £2, £5, £10 to 70070

We continue to develop service according to need and our new Conflict Coaching scheme is proving to be very popular. We offer this when only one side in a dispute is willing to engage with us. We will help equip them with the skills to avoid confrontation, on how to prevent situations from escalating and hopefully how to bring about reconciliation in the future.

We would be most grateful for any further funding support your Council could give, to help us maintain our FREE service to residents of your Parish and improve the quality of life for those suffering conflicts. With your support we can help maintain Steyning as a safe and peaceful place to live and work.

Yours sincerely,

Charity Number: 1084592

WEST SUSSEX MEDIATION SERVICE

**TRUSTEES' REPORT
AND UNAUDITED ACCOUNTS**

YEAR ENDED 31 MARCH 2016

WEST SUSSEX MEDIATION SERVICE

CONTENTS

	Page
General Information	2
Trustees' Report	3 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6 - 7
Balance Sheet	8
Notes to the Accounts	9 - 11

WEST SUSSEX MEDIATION SERVICE
Charity Number: 1084592

GENERAL INFORMATION

YEAR ENDED 31 MARCH 2016

TRUSTEES AND MANAGEMENT COMMITTEE

A
1084592

PRINCIPAL ADDRESS

Park House
North Street
Horsham
West Sussex
RH12 1RN

BANKERS

Barclays Bank plc
Leicester
LE67 2BB

INDEPENDENT EXAMINER

Your Accounts Team Ltd
22 Cambridge Street
Hove

WEST SUSSEX MEDIATION SERVICE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2015

The trustees present their report for the year ended 31 March 2015.

CONSTITUTION AND TERMS OF REFERENCE

A Constitution Deed dated 30 November 2000 established the service which was recognised as a Charity by the Charities Commission on 18 January 2001, registered number 1084592. The Constitution Deed was amended and adopted, following agreement received from the Charities Commission, at our AGM in September 2006 changing our name to West Sussex Mediation Service ("WSMS") and amending the area of benefit to be that of West Sussex and surrounding area.

The object of the charity is to seek the resolution of actual or potential conflict between individuals, groups or organisations through a process of mediation in order that opposing positions may be reconciled.

TRUSTEES

The charity is administered by the management committee, comprising:

Membership of the Service is open to any person living or working in the area of benefit. Members of the management committee are elected at the Annual General Meeting from the membership.

REVIEW OF THE YEAR

I am very pleased to present my first review as Chairman of the Charity in the 2015-16 Annual Report and Accounts. It has been a year of many challenges from which, thanks to the hard work of . . . , the office staff and my fellow Trustees, we have still emerged with a small operating surplus.

Over the last few years we have been under extreme pressure to provide additional services and support to the community of West Sussex during a time of reduced funding. Our budget at the start of the 2015-16 year predicted a breakeven position. Funding income during the whole year was considerably less than budget. Changes in the office staff led to lower staff costs than budgeted and tight control over other expenditure led to savings in those areas as well and enabled the Charity to record a small operating surplus.

We recognise that funding cannot be taken for granted and that funders should expect to see good value for their money. During the year we looked for ways to protect ourselves from funding risks. We have put in place the structure to enable us to service an increased income through Family Mediation referrals and also to deal with a small volume of Workplace Mediation referrals. Both of these are revenue generating activities which will enable us to continue to support our core purpose of providing mediation services, free at the point of delivery, to the community at large and to increase the numbers of such cases that we handle in the years to come.

During the year, we have expanded our range of Community Mediation services to include Elder Mediation, in light of our ageing population and the issues that creates. I am confident that with a wider range of services available, changes to our office practices and improved case management, we will be able to help resolve more disputes in the community than we have before.

In 2015-16, community referrals were slightly down on the 2014-15 year, for reasons that we do not fully understand. However, the number of cases that actually proceeded to mediation was unchanged from 2014-15, due in part to greater efficiency within the office in case handling procedures. It is therefore important that we capitalise on this and increase the number of referrals coming in during this year and future years. I am pleased to be able report that the first quarter of the 2016-17 year has been extremely busy and that June & July were record months for referrals.

In 2015-16, Family Mediation referrals increased by close to 20% over 2014-15 and we would expect to see a bigger increase for this year. In respect of this work, we are massively indebted to . . . or his work in this area and I would like to thank Robert on behalf of the Trustees for giving his time freely to the Charity.

Whilst it is very satisfying to see an increasing number of referrals and an increasing proportion of referrals proceeding to full mediation, we are conscious that many people are unaware of the availability of Community Mediation services and we will be looking to step up our marketing efforts this year to increase awareness of mediation services, to increase referrals to the Charity and to attract new funders.

The Pan Sussex Alliance, which brings together the four mediation services in Sussex, continues to develop. Further meetings were held during the year to explore areas where we can all benefit from an across Sussex approach. The Alliance was successful in attracting a significant grant for 2015-16 from the Sussex Police and Crime Commissioner which was shared equally between the four services and we are hopeful of further funding for 2016-17. We are extremely grateful to Katy Bourne, the Police Crime Commissioner, her team and the Sussex Police for their support and encouragement.

No review of the year would be complete without an appeal for continued funding. Our existing funders will always be vital to the Charity and we thank them very much for their contributions and support. Last year we resolved that continuing to provide the Community Mediation service free at the point of delivery was a fundamental operating principle for the Charity. Without the support of our funders, we could not continue to uphold this principle.

We are, of course, constantly looking for new supporters so that we are able to maintain a balance between income from funders and from our paid services. [Name] does an excellent job in contacting existing funders and finding new sources of funding and the trustees are very grateful to him for all the time he spends promoting the Charity.

We have been very fortunate to attract new Trustees to the Charity and we have two new candidates who are seeking election at the AGM. They both bring different skills to the Charity from their breadth of business and other experiences. We are also seeking to elect a new Secretary and Vice Chairman.

At the end of the reporting year, the Charity relocated its office to Park House in Horsham. This was a major undertaking and had the potential to disrupt the service provided. It is tribute to all the staff that a seamless service was provided throughout the move. I would therefore like to thank the office team for ensuring that the service functioned smoothly throughout what was a difficult year in terms of staff changes and the office move.

I would also like to thank the mediators for all their hard work given on a voluntary basis to enable us to continue to provide Community Mediation services, free at the point of delivery, across West Sussex.

Finally, I would like to thank my fellow Trustees for their time given freely and their skills and knowledge which have helped to steer the Charity through a difficult period and emerge stronger and better able to deal with the challenges of the coming months and years.

Will Adler
Chair of Trustees

PUBLIC BENEFIT REPORTING

The trustees have had due regard to the Charity Commission guidance on public benefit whilst setting the objects and activities of the charity.

RISKS

The trustees review financial and other risks when appropriate and have established systems to mitigate the risks arising.

RESERVES POLICY

The trustees continually monitor the cash position of the charity to ensure that sufficient funds are available to meet all known liabilities for the current financial year.

Approved by the trustees on and signed on their behalf by

Will Adler
Chair of Trustees

WEST SUSSEX MEDIATION SERVICE
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 MARCH 2016

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 5 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated: 19 August 2016
Sushma Clark FCMA

WEST SUSSEX MEDIATION SERVICE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2016

	Unrestricted Funds £	Restricted Funds £	2016 £	2015 £
INCOMING RESOURCES				
Adur District Council	-		-	2,500
Adur Homes	-		-	2,500
Affinity Sutton Housing Association	-		-	3,610
Aldwick Parish Council	50		50	-
Arun District Council	3,500		3,500	3,500
Balcombe Parish Council	100		100	-
Bersted Parish Council	100		100	100
Billingshurst Parish Council	125		125	100
Broadbridge Heath Parish Council	150		150	-
Burgess Hill Town Council	300		300	-
Chichester City Council	500		500	400
Chichester District Council	-		-	3,000
Cowfold Parish Council	25		25	25
Crawley Borough Council (Community Grant)	2,500		2,500	2,500
Cuckfield Parish Council	100		100	100
East Grinstead Town Council	200		200	200
East Preston Parish Council	200		200	200
Felpham Parish Council	-		-	100
Hastoe Housing Association	250		250	250
Haywards Heath Town Council	250		250	250
Henfield Parish Council	100		100	-
Horsham District Council	3,090		3,090	3,090
Hurstpierpoint Parish Council	-		-	200
Hyde Martlet Housing Association	-		-	6,000
Lancing Parish Council	-		-	100
Lindfield Parish Council	100		100	100
Lindfield Rural Parish Council	100		100	75
Littlehampton Town Council	200		200	200
Midhurst Town Council	100		100	-
Mid-Sussex District Council (Community Grant)	1,500		1,500	1,500
Mid Sussex Partnership	-		-	2,500
North Horsham + Chanctonbury (CLCs)	-		-	1,000
North Horsham Parish Council	400		400	250
Pagham Parish Council	-		-	50
Pulborough Parish Council	150		150	150
Rudgwick Parish Council	100		100	25
Rustington Parish Council	-		-	100
Saxon Weald Housing Association	2,000		2,000	2,000
Slaugham Parish Council	100		100	-
Southern Housing Group	2,400		2,400	2,000
Southwater Parish Council	250		250	200
Steyning Parish Council	100		100	100
Sussex Police & Crime Commissioner	20,000		20,000	9,000
Upper Beeding Parish Council	50		50	50
Viridian Housing	-		-	4,000
Walberton Parish Council	50		50	50
West Grinstead Parish Council	100		100	-
West Sussex County Council	-	1,600	1,600	15,000
Wisborough Green Parish Council	-		-	30
Worthing Homes	2,000		2,000	2,000
Yapton Parish Council	100		100	-
Carried forward to page 6:	<u>41,340</u>	<u>1,600</u>	<u>42,940</u>	<u>69,105</u>

	Unrestricted Funds	Restricted Funds	2016	2015
	£	£	£	£
Brought forward from page 5:	41,340	1,600	42,940	69,105
Charitable Trusts/Foundations/Corporates				
Co-operative Community Fund				1,008
Crawley Lions		150	150	-
Dark Star Foundation		500	500	-
Gatsby Charitable Foundation				7,000
Henry Smith Charlty	9,000	-	9,000	-
Horsham Lions Club				50
Horsham Matters		1,000	1,000	-
Horsham Rotary Club		-		-
IGL	100	-	100	-
Land Securities		3,000	3,000	-
Longley Trust		-	-	1,000
SeedBed Christian		600	600	500
Sussex Community Foundation		5,000	5,000	-
Sussex Mark Benevolent Fund		-	-	500
Tanbridge House School		-	-	250
Thomas Eggar LLP		200	200	-
Worthing Community Chest		200	200	200
Worthing Lions Charitable Trust		-	-	1,000
		150	150	-
Other Income				
Fundraising	2,657	-	2,657	1,010
Donations	1,282	-	1,282	1,500
Paid mediation	12,137	-	12,137	11,306
Training	276	-	276	425
Bank interest	19	-	19	18
Other				
Total income	66,811	12,400	79,211	94,897
RESOURCES EXPENDED				
Fundraising costs	989	-	989	1,003
Staff costs (note 2)	53,364	450	53,814	57,479
Rent	3,024	-	3,024	4,105
Telephone	1,069	50	1,119	855
Computer consumables	747	1,500	2,247	983
Advertising	-	563	563	303
Printing, postage and stationery	1,362	675	2,037	1,567
Insurance	782	-	782	666
Training/CPD	1,288	1,365	2,653	4,678
Mediator/staff expenses	2,374	100	2,474	3,770
Room hire	2,881	100	2,781	2,837
Membership and subscriptions	976	-	976	211
Sundry	73	-	73	668
Depreciation	175	-	175	529
Accountancy fees	-	-	-	18
Total expenditure	68,904	4,803	73,707	79,672
Net movement in funds before transfers	(2,093)	7,597	5,504	15,225
Transfers between funds				-
Net movement in funds for the year				15,225
Funds brought forward	32,531	2,500	35,031	19,806
Fund balances carried forward	30,438	10,097	40,535	35,031

WEST SUSSEX MEDIATION SERVICE

BALANCE SHEET

YEAR ENDED 31 MARCH 2016

	Notes	£	2016 £	£	2015 £
FIXED ASSETS					
Tangible fixed assets	3		175		350
CURRENT ASSETS					
Bank accounts		8,827		7,835	
Reserve account		34,033		26,014	
PayPal account		-		76	
Cash		87		38	
Prepaid expenses		4,913		718	
		<u>47,860</u>		<u>34,681</u>	
CURRENT LIABILITIES					
Grants received in advance		7,500		-	
		<u>7,500</u>		<u>-</u>	
NET CURRENT ASSETS					
			40,360		34,681
TOTAL ASSETS LESS CURRENT LIABILITIES					
			<u>40,535</u>		<u>35,031</u>
FUNDS					
Unrestricted	5		30,438		32,531
Restricted	6		10,097		2,500
			<u>40,535</u>		<u>35,031</u>

No expenses were paid to members of the management committee in respect of committee work.

The accounts were approved by the trustees on 25 July 2016 and signed on their behalf by

Treasurer

Chair

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

1. Principal accounting policies

Basis of accounting

These accounts are prepared under the historical cost convention. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) effective 1 January 2015. There are no changes to the financial information for the year ended 31 March 2015 as a result of adopting this standard.

Fund accounting

The unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes except as disclosed in note 5.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds is charged against the specific fund.

Incoming resources

Voluntary income and donations are accounted for as received by the charity. Grants and donations are only included in the statement of accounts when the charity has unconditional entitlement of the funds.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Tangible fixed assets and depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Computer equipment	straight line over 3 years
Fixtures and fittings	straight line over 10 years

2. Staff costs

Staff costs were as follows:

	2016 £	2015 £
Salaries	42,266	53,509
HMRC	11,548	3,970
Pensions	-	-
	<u>53,814</u>	<u>57,479</u>

No employee was paid more than £60,000 per annum in either financial year. The value of any voluntary staff time is not included in the accounts.

During the year the average number of staff employed by the charity was 3 (2015: 3).

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

3. Tangible fixed assets

	Computer equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2015	7,305	354	7,659
Additions	-	-	-
At 31 March 2015	<u>7,305</u>	<u>354</u>	<u>7,659</u>
Depreciation			
At 1 April 2015	6,955	354	7,309
Charge for the year	175	-	175
At 31 March 2016	<u>7,130</u>	<u>354</u>	<u>7,484</u>
Net book value			
At 31 March 2016	175	-	175
At 1 April 2015	350	-	350

4. Analysis of net assets between funds

	Unrestricted funds £	Restricted Funds £	At 31 March 2016 £
Fund balances at 31 March 2016 are represented by:			
Fixed assets	175	-	175
Net current assets	30,263	10,097	40,360
	<u>30,438</u>	<u>10,097</u>	<u>40,535</u>

5. Unrestricted fund

	At 1 April 2015 £	Incoming £	Outgoing £	Transfers £	At 31 March 2016 £
General unrestricted	17,531	66,811	68,904	-	15,438
Designated – contingency fund	15,000	-	-	-	15,000
	<u>32,531</u>	<u>66,811</u>	<u>68,904</u>	<u>-</u>	<u>30,438</u>

The general fund comprises the accumulated resources which may be expended without restriction in furtherance of the charity's objects. The designated contingency fund has been established by the trustees as a contingency to meet the liquidation costs in case of the need to wind up the charity.

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2016

6. Restricted fund

	1 April 2015 £	Incoming £	Outgoing £	31 March 2016 £
North Horsham CLC (Computer Software)	1,500	-	1,500	-
N. Horsham & Chanctonbury CLC's (Promo)	1,000	-	640	360
West Sussex County Council	-	1,600	1,365	235
Dark Star Foundation	-	500	298	202
Horsham Matters	-	1,000	-	1,000
IGL	-	3,000	-	3,000
Longley Trust	-	800	600	-
Crawley Lions	-	150	-	150
Worthing Lions	-	150	-	150
Seedbed Christian	-	5,000	-	5,000
Tanbridge House School	-	200	200	-
Thomas Eggar (printing of Annual Reports)	-	200	200	-
	<u>2,500</u>	<u>12,400</u>	<u>4,803</u>	<u>10,097</u>

The purposes of the restricted income and expenditure funds are set out above.

7. Trustees expenses and remuneration

No trustee or any person connected with the trustees received any remuneration, other than bona fide expenses, during the year. There have been no transactions with any trustees or other related parties.

8. Independent examiner fees

The Independent Examiner has waived her fees for the current year (2015: £nil).

Steypning in Bloom

DATE RECEIVED

20/3/17

Chairman F and C Committee
Steypning Parish Council

Re: Steypning in Bloom

As we are sure you are aware, we are a group of volunteer and mainly retired residents who work continuously throughout the year to raise money to fund the floral displays in the High Street and their weekly maintenance in Steypning. We are facing a number of issues that will affect our future fund raising and we need to explore every opportunity to efficiently use the money we raise and get maximum value from our purchases.

Due, in part, to health and safety requirements, we have made an arrangement with Ferring nurseries to provide the plants and the ongoing watering and maintenance throughout the flowering period. This has been very successful and much appreciated by our residents. It has been pointed out to us, however, that, as we are not VAT registered, we are not making the best use of funds raised. We would like the Parish Council to consider taking over the payment of this account as is the practice of other local councils – you are VAT registered and therefore able to claim the money back.

We will continue to raise funds and make all the necessary arrangements to manage the project so it will involve no extra work for the Council. If, for example, Ferring Nurseries' account comes to £4,000 plus VAT (£800), we will donate £4,000 to the council before payment is due. This will only involve the

Council in. a small book keeping exercise, but will save us £800, a sum that would make a considerable difference to our fund raising I do hope you will consider this as an appropriate move to support best use of monies raised for Steyning.

We would like to thank your committee in advance for their ongoing work and consideration of our requests.

Yours sincerely,

Steyning in Bloom Committee